



To provide professional information communications through any medium that best facilitates the transfer and comprehension of the information, including text, pictures and animations. Responsible for oversight of technical documents and manuals, explaining complex information in a clear and concise manner and working with teams to ensure the accuracy of content.

- Drives the creation of a documentation methodology and learning strategy for users.
- Responsible for establishing the information architecture for compliance to FXL Policies and Procedures and Regulatory requirements across the business unit.
- Serves as editorial review of all FXL training documents, regulatory documents, communications, recordings, eLearning, etc., related to Brokerage, Transportation, and FXL Headquarters.
- Confers with subject matter experts from Brokerage, Transportation and FXL HQ to establish technical specifications and determine how policies and procedures will be published, both form and content.
- Reviews P&P with subject matter experts of each group and recommend changes in scope, format content and methods of communicating content.
- Researches and prepares communications pieces for special initiatives or projects as needed; works with marketing on standard and style guides and obtains appropriate approvals.
- When working in the graphic designer capacity, responsible for pivoting written documentation into animations and/or pictorial replications.

Bachelor's degree/equivalent. Must have 5-7 yrs working as a technical writer/graphic designer or equivalent combination of education and exp. Years of experience should be in the following skills: Demonstrated proficiency in communicating in easy to understand text, pictures and animations required. Proficiency in User Interface (UI) / Experience (UX), and/or website development preferred. Demonstrated graphic design and production experience using Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premier, etc.) preferred. Project management experience with a quality focus required.

#LI-Remote

### **Additional Information**

**Colorado Residents Only – Compensation:** Annual Salary \$60000 - \$110000

The estimate displayed represents the typical salary range or starting rate of candidates hired in Colorado. Factors that may be used to determine your actual salary may include your specific skills, your work location, how many years of experience you have, and comparison to other employees already in this role. This information is provided to applicants in accordance to the Colorado Equal Pay for Equal Work Act.

**Posting Date:** 2022-07-28

**Job Posting End Date:** 2022-08-04

Remote position, located anywhere in the US.

Sponsorship will not be provided for this position.

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FedEx Logistics provides freight forwarding, as well as import and export services that allow companies to reach markets throughout the world. They help customers of all sizes solve the intricacies of shipping goods globally by providing comprehensive international ocean and air freight forwarding, surface transportation and distribution, customs brokerage, trade and customs advisory services, and advanced e-commerce and trade facilitation solutions. We're glad you stopped by and hope your job search experience with FedEx Logistics, Inc. will be rewarding. We look forward to hearing from you!

FedEx Logistics, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their protected veteran or disability status.

FedEx Logistics, Inc. participates in the Department of Homeland Security U.S. Citizenship and Immigration Services' E-Verify program (For U.S. applicants and employees only). Please read the E-Verify Notice available in English ([https://e-verify.uscis.gov/emp/media/resourcesContents/E-Verify\\_Participation\\_Poster.pdf](https://e-verify.uscis.gov/emp/media/resourcesContents/E-Verify_Participation_Poster.pdf)) and Spanish ([https://e-verify.uscis.gov/emp/media/resourcesContents/E-Verify\\_Participation\\_Poster\\_ES.pdf](https://e-verify.uscis.gov/emp/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf)) before proceeding with your job application. Click here to read the Right to Work Notice available in English ([http://ftn.fedex.com/careers/OSC\\_Right\\_to\\_Work\\_Poster.pdf](http://ftn.fedex.com/careers/OSC_Right_to_Work_Poster.pdf)) and Spanish

([http://ftn.fedex.com/careers/OSC\\_Right\\_to\\_Work\\_Poster\\_ES.pdf](http://ftn.fedex.com/careers/OSC_Right_to_Work_Poster_ES.pdf)). Additional information about the E-Verify program can also be found at [www.uscis.gov](http://www.uscis.gov).

The Company offers a comprehensive benefits package including health, dental, and vision care coverage, retirement savings, vacation pay, holiday pay, sick time, and life insurance to eligible employees.

**Pay Transparency Policy Statement:** The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless required to do so by law or the FedEx Logistics Legal Department.

**Import Notice to All Applicants:** FedEx Logistics is engaged in an industry regulated by federal law that prohibits it from employing convicted felons. Therefore, it must determine whether applicants have been convicted of felonies before a hiring decision is made. A criminal background check will be required of all selected applicants before a hiring decision is made.

**Equal Employment Opportunity:** As a federal government contractor, we are committed to employ and promote qualified minorities, females, individuals with disabilities, and covered veterans (including, but not limited to, disabled veterans, recently separated veterans, Armed Forces service medal veterans, and other protected veterans. Our philosophy and commitment to equal employment

opportunity and non-discrimination is the bedrock to job opportunities for all employees and applicants without regard to an individual's protected status (i.e. race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth, or related condition, religion, creed, age, disability, genetic information, veteran status, or any other protected status.) Click [here](#) and [here](#) to read more about "Equal Employment Opportunity is the Law."

FedEx Logistics will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the FAIR Chance Initiative for Hiring Ordinance (FCIHOO) for the City of Los Angeles (LAMC 189.00)

FedEx Logistics will not rely on the wage history of a prospective employee from any current or former employer when determining the wages for such individual at any stage in the employment process, including in the negotiation or drafting of any employment contract in accordance with Philadelphia Ordinance No. 160840.

SEE LINK TO APPLY:

<https://globaltradejobs.com/job/550762-sr-writer-and-design-specialist-fedex>